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DEPARTMENT OF CORRECTIONS
LANSING

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DIRECTOR'S OFFICE MEMORANDUM 2013 - 21

EFFECTIVE: January 1, 2013

DATE: December 13, 2012

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Daniel H. Heyns, Director

SUBJECT: Prisoner Identification Documents

SUPERSEDES DOM 2012 - 26 (effective 2/23/12)

One of the difficulties prisoners face after parole or discharge is the inability to obtain a driver's license or Secretary of State (SOS) personal identification card due to the lack of acceptable documents. The Department addresses this issue in DOM 2013-1 "Birth Certificates" (original effective date 04/28/08), DOM 2013-4 "Social Security Cards" (original effective date 02/05/09), and, as to parole and discharge identification cards, PD 04.04.133 "Prisoner Photographic Identification" (originally required by DOM effective 01/30/08.)

Legislation was enacted in 2012 which codified several of the requirements set forth in Department policies to assist prisoners in obtaining personal identification documents. It also contained some new requirements, including notification to offenders of the documents that are necessary to obtain a driver's license or state personal identification card. Form SOS-428 identifies the required SOS identification documents (sections 1, 2, and 3) and documents to show proof of Michigan residency (section 4). The form is available in the Department's Document Access System (DAS). The Records Administrator, Central Records Section in the Operations Division, Correctional Facilities Administration (CFA) shall ensure that any subsequent versions of the form are provided to the Office of Legal Affairs for placement in DAS and ensure that wardens are advised that the form has been revised. The form must then be posted in each housing unit, and delivered to prisoners in segregation, within five business days. Those documents identified on Form SOS-428 as being for proof of Michigan residency (section 4) are not considered SOS personal identification documents for purposes of this Director's Office Memorandum.

Additional legislative requirements are as follows:

Pre-Sentence Investigation Report

The Pre-Sentence Investigation Report must include a statement as to whether the defendant has provided SOS personal identification documents to the agent. This shall be included in the Evaluation and Plan section of the Pre-Sentence Investigation Report. The Deputy Director of Field Operations Administration (FOA) shall issue any instructions necessary to implement this requirement.

Reception Processing

Whenever a prisoner is received at a reception facility (or at Marquette Branch Prison for transfer to a reception facility) with any SOS personal identification documents, those documents must be retained in the prisoner's Record Office file until the prisoner paroled or discharges. The receipt of these documents shall be documented in OMNI; the prisoner shall be provided a receipt for these items.

The Department also is required to provide prisoners with an explanation of the importance of obtaining a driver's license or state personal identification card upon release and what SOS personal identification documents are necessary to do so. In addition, the Department must ask the prisoner to obtain and provide these documents to the Department to be retained in the prisoner's Record Office file until the prisoner paroled or discharges. The Documentation Verification Request form (CSJ-489) was revised to meet this requirement. Staff shall use only the revised CSJ-489.

Preparation of Parole Eligibility Report (PER)

Information regarding the importance of obtaining a driver's license or state personal identification card upon release, and what SOS personal identification documents are necessary to do so, also must be provided when the PER is prepared. The revised Documentation Verification Request form (CSJ-489) provides this required information.

Current policy requires that the PER preparer review the previously completed Documentation Verification Request form (CSJ-489) with the prisoner. If the previously completed CSJ-489 is not the revised CSJ-489, the PER preparer will need to complete and review with the prisoner the revised CSJ-489 to ensure that the prisoner is provided with the statutorily required information.

The PER itself must indicate whether a prisoner refused to attempt to obtain SOS personal identification documents. The Parole Eligibility/Lifer Review Report (form CSJ-123) was required to be revised to include this requirement. Staff shall use only the revised CSJ-123.